
Subject: Transfers Using a Non-contract or Special Formula

Effective Date: August 1, 2006

Revised from: October 1, 2004

Policy: If an in-state transfer is on any formula other than a primary contract formula, the receiving clinic may honor the formula order for the remainder of the certification period with sufficient documentation. If a client transfers from out-of-state and requests a formula other than a Kansas primary contract formula, staff must assess the request before issuance. (See the Food & Check Issuance section for multiple policies related to primary contract, non-contract, and special formulas.)

Procedure:

1. If an in-state transfer is on any formula other than a primary contract formula:
 - a. The receiving (new) clinic may honor the formula order for the remainder of the certification period when they obtain a copy of the current Special Formula Issuance form. A Special Formula Authorization must be completed in KWIC at the receiving clinic.
 - b. Faxed copies of the Special Formula Issuance from the previous agency are acceptable if the participant does not have a copy of the form upon arrival at the new clinic.
2. If a client transfers from out-of-state and requests a formula other than a Kansas primary contract formula, the following is considered before issuance:
 - a. For non-contract milk or soy-based formula, follow normal PPM formula policy procedure as for any client requesting such formula. (See the Food & Check Issuance section for multiple policies related to primary contract, non-contract, and special formulas.)
 - b. For other formula types, documentation on the Transfer Card (Verification of Certification) or other special formula use may be honored for the remainder of the certification period.